

Subject: Fwd: Early Submission of D-time For Pay Period ending November 7, 2020

From: "Bill Lopez Jr." <bill.lopez.jr@lacity.org>

Date: 11/5/2020, 1:13 PM

To: Barry Rankins <barry.rankins@lacity.org>, Gilbert Espinosa <gilbert.espinosa@lacity.org>, Julio Hernandez <julio.hernandez@lacity.org>, Leopoldo Uribe <leopoldo.uribe@lacity.org>, Todd Wales <Todd.Wales@lacity.org>, Anahli Avina <anahli.avina@lacity.org>, Eduardo Velasco <eduardo.velasco@lacity.org>, Jennifer Casillas <jennifer.casillas@lacity.org>, Kristal Huizar <kristal.huizar@lacity.org>, Sabrina Corral <sabrina.corral@lacity.org>

Have DTime completed tomorrow if possible.

----- Forwarded message -----

From: **Rose Watson** <rose.watson@lacity.org>

Date: Thu, Nov 5, 2020 at 9:45 AM

Subject: Early Submission of D-time For Pay Period ending November 7, 2020

To: rap all <rapall@lacity.org>

Good morning RAP Staff-

Due to Veteran's Day Holiday occurring on Wednesday, November 11, 2020, the following schedules must be followed:

- **DTIME** time sheets must be SUBMITTED by the end of the day on Friday, November 6, 2020, to give Approvers and Timekeepers time to correct and approve D-Time.
- **Paper-based** time sheets must be RECEIVED in the Payroll Section no later than 12:00pm on Friday, November 6, 2020.

D-TIME must be APPROVED by NOON on Monday, November 9, 2020.

Do not reject D-TIME time sheets after payroll deadline. Call or email your Payroll timekeeper for any changes/corrections on the employee's timesheet.

Please see attached Memo for additional information.

Thank you for your cooperation!

****Please share information with staff who do not have access to emails***

Rose Watson

Public Information Director

Department of Recreation and Parks

Media Relations/ Marketing

Direct line: (213) 202-2694

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